SASKATCHEWAN ARCHIVES BOARD

ANNUAL REPORT

April 1, 2006 - March 31, 2007

Cover Photo Caption

Chris Gebhard, Chief Archivist of the Regina Reference Unit, Saskatchewan Archives Board (retired), speaking at the launch of the Saskatchewan Settlement Experience website.

Table of Contents

Letters of Transmittal 1

A Brief History of the Saskatchewan Archives 3

Role of the Saskatchewan Archives 5

Vision, Mission and the Constitutive Values 5

Structure and Reporting Relationship 7

Appointment of New Provincial Archivist 9

Organization 9

Appraisal and Acquisition 10

Collections Management and Preservation 13

Corporate Services 14

Information Management 14

Legislative Compliance and Access 16

Records Processing 17

Descriptive Standards 19

Reference and Outreach 20

Saskatchewan History 25

Financial Statements 27

Additional Supplementary Information 37

Letters of Transmittal

The Honourable Dr. Gordon Barnhart
Lieutenant Governor of Saskatchewan

Your Honour:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 2006 to March 31, 2007.

Respectfully submitted

Honourable Christine Tell
Minister Responsible for
the Saskatchewan Archives Board

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Madam:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period of April 1, 2006 to March 31, 2007.

Respectfully submitted

Merrilee Rasmussen
Chair
Saskatchewan Archives Board

A Brief History of the Saskatchewan Archives

The Saskatchewan Archives Board was established as a joint university-government agency under legislation passed in 1945. While *The Archives Act* was passed in that year, steps had been taken much earlier to care for the historical record. Through the work of societies and individuals, historical materials were collected, libraries were built up and historic sites were marked. While citizens were enthusiastically engaged in preserving records from private sources, successive governments were much slower to act in ensuring that the public record was preserved. The Legislative Library had been collecting historical documents since the province was established, but it acquired very few records of government. Without an official repository or archivist, inevitably many valuable public records were destroyed or lost.

It was largely due to the efforts of Dr. Arthur Silver Morton of the University of Saskatchewan that the need for the Government of Saskatchewan to preserve its records was brought to the fore. With the support of the Canadian Historical Association, Morton pushed for the creation of a provincial archives under the control of an archivist. The University's generous offer to provide space, to appoint an archivist and cover operational costs met with a favourable response from a cash-strapped provincial government. In 1937, a Historical Public Record Office was established at the University with Morton assuming the title and responsibility of Keeper of the Public Record.

By the mid-1940s, a more formal and stable funding arrangement for the archives was required. Morton's call for legislation and public financial support met with approval from the newly-elected CCF government which was interested in establishing a public records policy for the province. As well as formalizing the spirit of co-operation between government and university, the new *Archives Act* created an arms-length board representative of the established parties already engaged in documenting Saskatchewan's archival heritage: university, government and the Legislative Library.

Whereas the Historical Public Record Office's acquisitions had been limited to public records, the mandate of the new Archives of Saskatchewan was broadened to include all forms of records from both public and private sources. It allowed for a professional archivist to examine all public and private records and to appraise and select those records of historical value for preservation in the archives. It set up a system of accountability for information created and maintained by government which called for all public records to be scheduled and all records schedules to be approved by committees comprised of officials and elected representatives.

For several decades, Saskatchewan's archival legislation stood the test of time and served as a model for other jurisdictions.

Besides its role in managing public records, the Saskatchewan Archives has been active in documenting all facets of provincial life. Most people or groups create a record of their activities, whether in the form of letters, e-mail, diaries, minutes, financial records, photographs, film and video, maps and architectural drawings, memoirs, spoken traditions, or sound recordings.

From the oral accounts of aboriginal elders to the written record kept by settlers to the varied yet precarious physical formats of the early 21st century office or home, all such records when gathered together provide an immediate and unique source of information on the thoughts, aspirations and work of Saskatchewan people. This wide-ranging mandate has allowed the Saskatchewan Archives to build up one of the most comprehensive provincial archives collections in all of Canada.

Over the years the Saskatchewan Archives has gained a reputation for reaching out to the community it serves. It has participated in marking major provincial milestones such as the 50th, 60th and 75th anniversaries as well as the North-West Centennial, through the publication of provincial histories, the development of exhibitions, and the research and writing of local and family histories. The Archives has entered into arrangements with the University of Saskatchewan, several cities and other organizations to establish archives which in time have become independent and thriving members of the provincial archival community.

Since 1948, the award-winning journal, *Saskatchewan History*, has provided a forum for the publication of articles and resources relating to the history of the province. In conjunction with individuals and groups, the Saskatchewan Archives has taken the initiative to document the oral tradition of the First Nations and Métis people, the settlement era of the province and the multicultural nature of provincial society. More recently, the Saskatchewan Archives has been using digital technology to bring its holdings to a wider public through means of the Internet and its website.

With the passage of access to information and privacy legislation in the past decade, the Saskatchewan Archives has been asked to play a greater role in the management of information from public and private sources. Furthermore, the institution is playing a lead role in implementing the new government-wide privacy initiative.

The new Archives legislation, *An Act Respecting the Archives of Saskatchewan and Making Consequential Amendments to other Acts*, confirms the mandate of the Saskatchewan Archives and gives greater responsibility and authority to the institution in carrying out its central agency functions for government. As Saskatchewan enters a new century, it is appropriate that the Archives, meet the need of modern government, and the people it serves.

Role of the Saskatchewan Archives

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. For reasons of economy and efficiency, the Saskatchewan Archives provides government-wide information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records the Saskatchewan Archives enables the Government of Saskatchewan to fulfill its public trust.

Vision, Mission and the Constitutive Values of the Saskatchewan Archives

Vision

The vision of the Saskatchewan Archives is to facilitate for all levels of government, and society in general, the identification, public access and preservation of the province's documentary heritage. This vision is rooted in a far-reaching community approach that advances shared responsibility, co-operation and equitable access. The Saskatchewan Archives recognizes that individual and collective rights, as well as cultural identity, are supported through an informed dialogue with the past.

We envision a future in which:

- The documentary records of the province are efficiently managed and made available to all interested individuals and organizations;
- Records that document government, institutions, organizations, societies and individuals are preserved; and
- The collective identity of Saskatchewan people, as documented through public and associational life and artistic and cultural activities, is preserved, as well as the diversity of the contributions of the First Nations and the many different ethno cultural groups who have chosen Saskatchewan as their home.

Mission

The Saskatchewan Archives serves as a flagship of the archival network in Saskatchewan, diligently working with its partners to preserve the collective memory of the province.

The mandate of the Saskatchewan Archives is to select, acquire, preserve, arrange and describe, make accessible and to encourage the use of documentary records in all media, from official and private sources, bearing on all aspects of the history of Saskatchewan, and to facilitate the management of the records of government institutions. Archives, as institutions, reflect times past, examine the present and look to the future. Therefore, the mission of the Saskatchewan Archives is to:

- Ensure that the essential public records of Saskatchewan are preserved;

- Ensure continuing access to essential evidence that documents the rights of Saskatchewan people, the actions of government officials and elected representatives and the Saskatchewan experience;

- Preserve the public and private records that reflect the diversity of Saskatchewan's past;

- Be the central agency responsible for government records management, providing government with an effective and accountable management system responsive to the necessity for timely identification and disposition of records;

- Facilitate research and reference services to individuals and organizations, maximizing availability to sources through archival finding aids, consultations and guidance;

- Provide a leadership role in advising the provincial archival community in records management and preservation;

- Work in tandem with provincial and national cultural and heritage communities in the exchange of knowledge through professional and ethical approaches to our task; and

- Conserve records in the most appropriate format for the retention of and access to the information contained therein.

Constitutive Values

The rights and responsibilities of a democratic society empower us to carry out our archival mission. In carrying it out we are guided by the following values:

- We value the responsibility we are given to serve the people and the Government of Saskatchewan and we dedicate our efforts to ensure that a knowledge of the province's past is preserved;
- We value the effective management of government records, and the contribution we make to that system;
- We value the historical records entrusted to our care;
- We value our relationship with the university community and its use of the record to contribute toward a better understanding of society and its efforts;
- We value the contribution of individuals, local history and heritage organizations in their efforts to document the past;
- We value the benefits of decentralized archival facilities to ensure that people from all parts of the province have access to our collections and services;
- We value the dedicated staff and their contributions to the development and delivery of archival services; and
- We value archives as a public good that must be accessible to all citizens.

Structure and Reporting Relationships

Unlike most other provincial archives across Canada which are part of a line department, Saskatchewan's provincial archives is situated at arms-length from government, allowing it to exercise independent initiative, judgment and service in carrying out its mandate of appraisal, acquisition, preservation, access and facilitating the management of records of government institutions.

The Archives Act, 2004 provides for a board to oversee the activities of the Saskatchewan Archives. The Board is responsible for:

- Appointing, reviewing and working with the Provincial Archivist;
- Setting broad policy objectives and guidelines;

- Ratifying specific management decisions;
- Preserving the autonomy and integrity of the institution and its records; and
- Representing the institution to government and the wider community.

The composition of the Board is as follows:

- Ms. Merrilee Rasmussen, Q.C. (Chair);
- Dr. William Howard, University Librarian, University of Regina (Vice Chair);
- Ms. Laura Hanowski, Certified Saskatchewan genealogy researcher and instructor;
- Mr. George Hoffman, Sessional Lecturer, Department of History, University of Regina;
- Dr. Catherine Littlejohn, Free-lance historian, researcher, writer and consultant;
- Dr. Thomas Nesmith, Associate Professor, Masters Programme in Archival Studies, University of Manitoba;
- Mr. Ken Ring, Law Clerk & Parliamentary Counsel, Legislative Assembly; and
- Dr. William Waiser, Professor of History, University of Saskatchewan

The legislation states that representatives of the two universities and the public service shall be appointed to the Board. Mr. Don Herperger, Provincial Archivist, serves as Secretary of the Board.

Being a corporate entity, the Board reports directly to the Minister of Culture, Youth and Recreation. To conduct its operations, the Saskatchewan Archives relies on an annual grant voted under the Department of Culture, Youth and Recreation's Estimates. Space for the office and storage facilities is leased through Saskatchewan Property Management. The University of Saskatchewan provides office and storage space without cost for the Saskatoon operation. It also provides accounting, out-of-scope payroll and purchasing services at a nominal fee to the Archives. With the signing of a Collective Agreement, the handling of personnel matters for in-scope employees was transferred from the University Human Resources Department to the Human Resources Branch, Saskatchewan Finance. Effective January 1, 2003, Saskatchewan Finance undertook the provision of payroll services for in-scope staff.

Appointment of New Provincial Archivist

Following the retirement of Trevor Powell in March 2006, Don Herperger was appointed acting Provincial Archivist while the board undertook a national search for a new Provincial Archivist. Following this search, Don Herperger was appointed Provincial Archivist effective October 1, 2007. Don has been an employee of the SAB since 1978 occupying a number of progressively responsible positions including Director of the Government Records Branch and Financial Management.

Don Herperger speaking at the launch of the
Saskatchewan Settlement Experience website.

Organization

Further to the appointment of the new Provincial Archivist, the Board approved a new organizational structure. Previous to this, the Saskatchewan Archives had been divided into the Government Records Branch and the Historical Records Branch, both headed by directors. With the reorganization the two former branches were divided into eight functional units. With the retirement of Chris Gebhard, the Chief Archivist of the Regina Reference Unit, in March 2007, a further change to the structure was made and the Regina and Saskatoon reference units became one functional unit.

The goals of the new organizational structure are to improve the efficiencies of the institution as a whole, eliminating artificial divisions based on record type and providing each unit with a function-based focus clearly linked to other units within the institution. An evaluation of the reorganization will be completed in the fall of 2007.

Appraisal and Acquisition

The Appraisal and Acquisition Unit is responsible for appraisals, acquisitions, donor relations and agreement negotiations for private and public records for both the Regina and Saskatoon offices. The Appraisal Archivists in the unit review disposal requests and conduct appraisals on public (government) records that have met their required retention periods to determine whether the records have sufficient historical significance to transfer to the Archives. These archivists also appraise records offered to the Archives from private individuals, associations and clubs.

The appraisal backlog for public records remains significant with more than 1340 meters awaiting appraisal. The large volume of records requested for disposal each year and the insufficient number of staff responsible for appraisal results in a significant increase in the backlog each year. In 2006/2007, 340 metres of public and private records were appraised, with 212 metres of textual records and 3217 special media items identified as archival. Special media includes photographs and graphic materials, maps and architectural drawings, sound and moving images, and microfilm.

Of the records that have been appraised and selected for retention, only 106 metres were transferred to the Archives due to a lack of storage space. Insufficient storage space at the Archives has been a problem for a number of years, and there are now more than 1040 metres of archival records currently being stored at various storage facilities and in government office storage space throughout the province.

Retaining records, often containing personal information, in departments and agencies works against the government-wide privacy initiative which calls for scheduled records to be transferred to the Saskatchewan Archives, or to be destroyed, once they have been appraised by Archives staff. Nevertheless, until additional space is made available to the Saskatchewan Archives Board, this situation must continue.

Some significant records identified for transfer to the Saskatchewan Archives Board once space is available include:

- **Provincial Library, 1906-2001.** These records primarily include information on the operation and development of the Provincial Library in the 1980's and 1990's, but also include important records dealing with the early history of Saskatchewan libraries during the decades leading up to the creation of the Provincial Library in 1953.

- **Saskatchewan Health, Deputy Minister Office, 1970-1990.** The records originate from various Deputy Ministers of Health and consist of correspondence with the Minister of Health, ministerial briefing notes, ceremonial events, press releases, conferences, speeches, cabinet committees, strategic planning, studies, reports and discussions/evaluations of diverse subject matter such as air ambulance, hospital administration, construction, re-location and closures, child and youth services programs, gerontology programs, northern Saskatchewan health issues, etc.

- **Battle River School Division No. 60, 1908-1988.** This material consists of a comprehensive collection of minutes books, cash books, and correspondence (e.g. between districts, with regard to the development of school sites, etc.), the majority of this material originates from now defunct or amalgamated School Districts and Divisions located in northern Saskatchewan.

Although the current space shortage does not allow the Saskatchewan Archives Board to bring in larger collections, a number of smaller collections were transferred or donated to the Saskatchewan Archives Board. Some of the more noteworthy acquisitions in 2006/2007 were:

- **Archibald McDonald fonds, 1860's – 1911.** Archibald McDonald, the last Chief Factor for the Hudson's Bay Company, spent most of his career with the Company in the Fort Qu'Appelle area (1860s-1911). The records include two of his employment charters and photographs of McDonald, a group portrait of Chief Factors of the Company and sketches of the HBC in Fort Qu'Appelle.

- **Regina and District Old Timers' Association, 1944 – 2007.** This collection includes archive committee reports, meeting minutes, members lists, newspaper clippings, along with historical background information pertaining to the association.

- **South East Cornerstone School Division No. 209, 1888-2002.** This material consists of a selection of minute books, cash books and correspondence from a number of disorganized, defunct and amalgamated school districts and divisions in south east Saskatchewan.

- **Rural Municipality of Wolseley No. 155, 1910-1983.** These records include municipal budgets, reeve and councillor expenditures, Department of Agriculture and Deputy Minister of Municipal Affairs correspondence, pool books, doctor contract files, and road ambulance issues.

- **Calvin Dean fonds, ca. 1900 – ca. 1970.** Photographs of: the Woodrow Lloyd and Ross Thatcher governments and caucus; John Diefenbaker; Pierre Trudeau; the opening of the Saskatchewan Legislative Assembly; early views of churches and businesses at Indian Head and Qu'Appelle; threshing crews; forms of transportation; farmers; industrial workers; fishing and hunting.

- **Department of Natural Resources, 1947-1959.** From the Research and Planning Branch of the Department of Natural Resources, this material pertains primarily to northern Saskatchewan, and includes development scenarios, forestry and fishing issues, Métis and other aboriginal investment, the creation of a Northern Development Authority, and a history of Cumberland House Farm.

- **Wheatland Regional Library, 1966-2001.** A comprehensive collection of records associated with the establishment of the Wheatland Regional Library in the mid 1960's and its administration to the year 2001.

- **Betty Tholl Collection, ca. 1906-1940.** This collection consists of 265 black and white film negatives taken by Ms. Tholl's grandfather (Peter Surgeson) of the Qu'Appelle (Saskatchewan) area early in the 20th century.

- **Brett Bell fonds, 1987-2003.** 16mm, 35mm, video recordings and textual material relating to Brett Bell's career as an independent filmmaker in Saskatchewan. The material includes productions featured at various film festivals worldwide and shown on national and local television stations.

- **Saskatchewan Legislative Assembly, 2003-2006.** Collection consists of 220 DVD recordings of the Saskatchewan Legislative Assembly, 2nd session of the 25th Legislature and Standing Committees (approximately 330 hours).

Collections Management and Preservation

The Collections Management and Preservation (CMP) Unit was created in December 2006 as part of a functional reorganization of the programs and services of the Saskatchewan Archives. This new unit brought together a variety of institutional activities, some of which were a continuation of existing functions while others represented new or newly-articulated archival responsibilities. The CMP Unit became fully functional in January 2007.

During the period between April 1 and December 15, 2006, the archival staff and program activities which were to be integrated into the new CMP Unit performed a variety of archival duties in several different work units and reporting relationships.

Micrographics staff, tasked with the organization and microfilming of approximately 100 weekly Saskatchewan newspapers, as well as various other preservation related microfilming were transferred to the newly created unit. The Archival Technician responsible for the care and maintenance of the sound and moving collection was also transferred to this unit.

Much of the period from January 1 to March 31, 2007, was devoted to establishing and integrating the assigned functions and staff of the new CMP Unit. This unit was assigned the equivalent of three full-time staff functioning under the supervision of a chief archivist. Its assigned functions include the management of all archival collections in Regina and Saskatoon, institutional conservation and preservation management responsibilities, micrographics, and security and facilities management and planning. Work proceeded in all areas as time and resources permitted. Overall, by the end of the 2006-2007 fiscal year, the new Collections Management and Preservation Unit was adapting to its new institutional roles and responsibilities and undertaking a number of useful and important archival activities.

Corporate Services

The Corporate Services Unit provides administration, human resource and financial management and IT support for the Saskatchewan Archives Board. Staff vacancies within the unit throughout the year created considerable challenges which were met admirably by remaining staff. The roles and responsibilities of the unit will continue to be developed and strengthened over the next year.

Information Technology Unit

The Information Technology Unit (ITU) at the Saskatchewan Archives Board is responsible for the maintenance, upgrades, inventory control, management and disposition of all hardware and software with the Saskatchewan Archives.

The ITU completed a much needed upgrade to the server core. The installation of blade servers, creation of a fibre SAN and preliminary work on a conceptual business case relating to digital archives initiative round out the major projects of this unit.

Information Management

The increasing volume and complexity of information created by the Government of Saskatchewan provides numerous challenges for those responsible for its management. In carrying out this central agency function, the Saskatchewan Archives works closely with departments, agencies, boards, commissions and Crown corporations to improve the accountability and efficiency of the processes for the creation and management of information.

The primary tool used in identifying and defining records and in determining how long each type of record must be retained to meet administrative, fiscal and legal requirements is the records retention and disposal schedule. The schedule integrates a record classification system, retention and disposal procedure into one process. The result promotes greater accountability for information as required under Freedom of Information and Protection of Privacy legislation. At the same time, it ensures greater efficiency and economy which is so important to the overall government strategy of reducing administrative costs. The scheduling, appraisal and disposal process is also a key element in the government-wide privacy initiative launched in the fall of 2003.

Changes to the *Archives Act* in June 2004 not only solidified the role of the Saskatchewan Archives in the management of government records, it also clearly articulated the Archives advisory role to government in the area of records management. This has resulted in an increased demand on the services provided by the Information Management Unit (IMU), in the areas of records disposition, schedule development and records management advice. In 2005-2006 the newly constituted Public Records Committee (PRC) began its work of reviewing and approving records schedules for all public records with the passing of the Administrative Records Management System (ARMS) 2006.

In 2006-2007 the Public Records Committee continued its work with a renewed emphasis on reviewing and approving Operational Records Schedules (ORS). The PRC met six times and approved a total of 28 branch-specific, operational schedules from various institutions in government, including: Justice, Agriculture and Food, Corrections and Public Safety, Industry and Resources, Saskatchewan Health, Water Appeal Board, Financial Services Commission, Saskatchewan Liquor and Gaming Authority, Saskatchewan Government Insurance, Saskatchewan Power Corporation, and Information Systems Corporation.

IM unit Archivists with the co-operation of staff from client institutions developed, researched, reviewed, prepared and presented the schedules for approval by the Committee. The approval of 28 schedules represents a substantial increase in the number of schedules that are typically approved in any given year. Information Management unit archivists are to be commended for their extraordinary effort, in the face of staffing shortages, in bringing the schedules through to completion.

The approval and roll out of ARMS 2006 on March 21, 2006, led to significant changes to both how the Archives processes requests for disposal of records and the way government institutions themselves dispose of routine administrative records. The dissemination of the new manuals, along with materials such as the Archives' *Records Management Policy*, the *Records Management Guidelines* and the *E-mail Guidelines*, required a significant commitment to educating our clients. The Archives realized that to successfully disseminate the new information to our clients, substantial training would be required.

The training initiative began with two information sessions delivered to 36 managers in government. The purpose of these sessions was to introduce the new ARMS 2006 manual and inform executive managers of changes to the records disposal process. The IMU then delivered six training sessions to 290 employees on ARMS 2006 and five training sessions to 220 employees on the new disposal procedures. These initial training sessions further identified a need for more in-depth training in the area of basic records management. In the fall of 2006 and the spring of 2007 the IMU delivered seven, day-long training sessions in Regina and Saskatoon to a total of 136 participants, with a significant number remaining on a waiting list. The IMU will continue with its training initiatives with a number of training sessions planned for the 2007-2008 fiscal year.

Archivists at the IMU continued to consult with and advise government employees on a wide range of records management issues. The Unit responded to a heavy demand for records management advice, and assistance with the development of ORS. The unit assisted in the development of numerous schedules in the 2006/2007 fiscal year. Twenty-eight schedules were approved by the Public Records Committee and a further 85 schedules are currently in various stages of development. Staff conducted in excess of 20 presentations and training sessions, responded to over 450 requests for advice and attended in excess of 200 meetings with various government personnel. Currently, archivists are actively working with 125 branches and agencies on ORS development and other records management issues.

Other unit activities during the 2006/2007 fiscal year included the ongoing review of records disposal requests to determine eligibility for destruction or transfer to the Saskatchewan Archives. In total, 484 disposal requests were reviewed; 1777 meters of record were authorized for disposal while a further 301 meters were held pending archival appraisal.

From creation to disposal, the entire records scheduling and appraisal process ensures that records which have continuing value are retained and that records that no longer possess administrative, legal or fiscal value are destroyed. This process resulted in substantial savings in storage costs while at the same time maintaining accountability for information.

Legislative Compliance and Access

The Legislative Compliance and Access Unit (LCAU) is responsible for institution-wide access and privacy compliance for both the public and private records in the Saskatchewan Archives Board's permanent collection. The unit develops institutional policy relating to access and privacy and advises other Saskatchewan Archives Board staff on these issues as required.

The unit is staffed by a Legislative Compliance and Access Officer with assistance from one full-time equivalent staff member.

Researcher Access Requests:

While the Saskatchewan Archives is legislated to preserve and make available to the public the historical record of Saskatchewan, it must balance the public's right to access against an individual's right to privacy. Obligations to protect the privacy of individuals are set out in provincial legislation and government policy.

These requirements apply to both the administrative and operational records of the organization as well as records that make up the permanent collection.

As a government institution the Saskatchewan Archives is bound by the provisions of *The Freedom of Information and Protection of Privacy Act* (FOIPP). We can receive access requests that are formal requests under the Act, but the Act also permits the Saskatchewan Archives to continue access procedures in place before the Act was proclaimed. In practice that means that researchers may apply for access to restricted records in the Archives' permanent collection informally without making a formal FOIPP request and paying the fees associated with it.

The Saskatchewan Archives must still apply the legislation to requests for access. If we deny a researcher access to records and he or she disputes our decision he or she may make a formal appeal and thereby have access to a review of the Archives' decision by Saskatchewan's Information and Privacy Commissioner. Researcher access to the Saskatchewan Archives' permanent collection is also governed by the privacy provisions of *The Health Information Protection Act* (HIPA) and other statutes exempted by *The Freedom of Information and Protection of Privacy Act* that require different or more stringent access requirements.

Researchers who request access to records in the Archives permanent collection can be divided into four broad categories: family history, academic, legal, and general research. Family history researchers are looking for information about specific family members. Academic researchers include students working on graduate theses and university professors working on research projects for books or articles. Their topics vary and they typically request large volumes of records. Legal researchers request information relating to matters before the courts. The cases often involve complex legal issues. General research includes local history projects, background research of fiction writers and history books and articles by non-academic writers. Each type of request brings with it different legal requirements and different requirements for staff time.

This past year we received 13 access requests: 6 academic, 3 family history, 2 legal, and 2 general research. The volume of records reviewed ranged in size from one file or ledger entry to 17 metres of paper records.

Records Processing

From April to November 2006, arrangement and description staff in the Regina and Saskatoon offices continued to address the significant backlog in records processing, retro-conversion and guides preparation. Staff also conducted further analysis of the government series approach to description.

Following re-organization in December 2006, the Records Processing Unit (RPU) became responsible for all arrangement and description within the institution; the automation of manual descriptive tools; guides production and the coordination of appraisals for tax credit. In February 2007, two staff members from the unit were seconded to the Minisis M2A Implementation Project. Description activity was also affected during the fiscal year by staffing shortages.

RPU staff completed primary agency histories for the Saskatchewan Transportation Company and Department of Natural Resources (1950-1974). Ninety SAFA (Saskatchewan Archives Finding Aid) guides were completed and released into the reference system. Some of the more significant records processed and made available for research purposes in 2006/2007 include:

- **Saskatchewan Transportation Company (STC)**: nine government series of administrative and operational records were processed including records of the general manager dating from the company's inception in 1946 to 1983.

- **Ministerial Records**: The unit processed records created, accumulated and used by numerous Cabinet ministers in the Roy Romanow and Lorne Calvert Governments. Processing was also completed on the last of the Devine Government ministers requiring arrangement and description

- Accruals to existing private fonds in the SAB's holdings including:

  David Johnson fonds

  Cyril Dolman (Slim Wilson) fonds

  Charles Beverley Koester fonds

  Regina Council of Women fonds

Saskatchewan Homestead Records Post-1930 series: In June 2006 two staff began work on this project, which involves the physical housing of post-1930 homestead records (not previously in file folders) and contributing new entries to the existing Saskatchewan Homestead Index (SHI) database. Approximately 17,000 entries had been made by the end of March 2007. As these records have been accessible only by land description to date, this new description activity will provide genealogists and other researchers with name access to an estimated 16,000 files. The project is expected to be completed in the spring of 2008.

Historical Photographs Index Project: Permanent and term staff continued to work on the automation of the Historical Photographs manual card catalogue in the Regina office. As of the end of March 2007, 632 entries had been made to the photo database from the estimated 82,400 cards in the catalogue.

Staff in the Saskatoon office also worked on automating manual descriptions relating to the Saskatoon *StarPhoenix* and Rusty Macdonald photograph collections. A total of 9289 entries were added to the Saskatoon Photo database.

Canadian Council of Archives (CCA) National Archives Development Program (NADP): The Historical Photographs Index and Description of Photographic Archives Project began on August 8, 2006. Federal government shared cost funding assisted with the continued automation of the Historical Photographs card catalogue in the Regina office and with new description. Staff entered 4695 photo descriptions and reviewed 8350 cards capturing contextual information and subject access points from the old catalogue. Fifty-seven accessions involving the arrangement and description of 1605 images were completed in the photo description component of the grant. Activities also included private fonds and collection descriptions for 34 new Saskatchewan Archives Finding Aid (SAFA) guides for the SAB reference system. After the project's completion in February 2007, descriptions were posted on the Saskatchewan Archival Information Network (SAIN) and the Archives Canada national catalogue, making SAB collections available to Canadians and researchers world-wide.

Records Processed – By Media 2006/2007

Type of Record*	**Total**
Textual Records	203 linear metres
Maps	21 items
Architectural Drawings	------
Photographic and Graphic Materials	5146 items
Sound Recordings	51 items (60 hours of play)
Moving Images	1170 items (1423 hours of play)

*Includes records from all sources: private fonds, ministerial fonds and government series

Descriptive Standards

Descriptive Standards embarked in new directions during the fiscal year. A generous private donation made possible the institution's purchase of the Minisis software system for archival description of holdings.

Beginning in February 2007, two staff members were seconded to the Minisis Implementation Project and began work on the evaluation of SAB customization and conversion needs. Working groups were established to facilitate in-depth discussion of current and future practice and policy. The installation of the electronic system is expected by late 2007, with staff use beginning in the 2007/08 fiscal year. The Minisis M2A system will allow full tracking, security and description of records from their receipt into archival custody through to description and reference use. Clients will eventually have access through the SAB website to full descriptions of the permanent collection.

Review of SAIN Entries and Retro-description of Holdings:

During the fiscal year, archivists involved in archival arrangement and description continued to revise entries posted on the provincial Saskatchewan Archival Information Network (SAIN) and the national Archives Canada websites. Saskatchewan Archives Finding Aids (SAFA) reflecting current descriptive standards were released as part of this retro-description activity. As well, new descriptive projects undertaken by the Records Processing Unit during the year resulted in submissions to SAIN and Archives Canada. To date there are 505 descriptions of SAB collections on the SAIN site.

Reference and Outreach

The Saskatchewan Archives and its staff provide a variety of public and outreach services to its research clientele, the broader provincial archival and records management community and the public at large. These services are primarily provided through public reference service facilities in the Archives' Regina and Saskatoon offices and the provision of mail, telephone and e-mail services to distant users and website services. Staff, additionally, participate in external education and training activities and serve as volunteers in a number of professional organizations.

Reference Services

The Saskatchewan Archives collection continues to fulfil a wide variety of important public purposes by preserving and making available a broad range of official and private archival documents and information relating to the governmental, corporate, institutional, legal and societal evolution of the province and its people.

These holdings encompass various categories of archival materials which require a range of sophisticated professional archival staff expertise to make them available to researchers in a helpful, timely and responsible fashion.

These skills include the proper handling and treatment of fragile materials, the determination of privacy and access issues with regard to restricted materials, the assessment of copyright issues and the exercise of a host of other public service attributes requiring the continuing application of judgment, tact and knowledge. Dedicated and capable archival staff meet the widely varying research needs of a diverse clientele. Some of the more salient examples of these archival users are:

- Family and local historians
- University scholars
- Publishers and broadcasters
- Environmental researchers
- Individuals seeking proof of age and other information for legal or personal purposes
- Researchers and lawyers seeking access to departmental or other official records
- Architects and engineers seeking building and site information
- Treaty entitlement researchers

Although the demand on the resources of Reference Services in Regina and Saskatoon was moderate this year (in comparison to the heavy demand faced during the summer of 2005 as a result of Saskatchewan's Centennial), staff continued to provide reference assistance to in-person and distance researchers, to retrieve massive volumes of archival records, and to facilitate the reproduction of materials. (See statistics in "Patron Use of Reference Services" table below.) Staff in both offices gave tours and presentations to elementary and high school classes, university classes, cultural groups (i.e. Saskatchewan Writers' Guild, Saskatoon Jewish Community), and genealogy groups throughout the fiscal year.

During the 2006-2007 fiscal year, the Saskatchewan Archives established or continued working partnerships with organizations including: CBC, CTV, Global TV, the Western Development Museum (continuing work on their exhibit, "Winning the Prairie Gamble"), and with Sandra Rollings-Magnusson related to her sociology project examining homestead files and other documentary sources related to female homesteaders.

Patron Use of Reference Services

	Regina		Saskatoon		TOTAL	
	2005/06	2006/07	2005/06	2006/07	2005/06	2006/07
Personal visits	3,261	2,200	1,267	1,107	**4,528**[1]	**3,307**
Written enquiries (mail, e-mail and fax)	1,668	1,390	798	610	**2,466**	**2,000**
Telephone enquiries	2,235	1,763	554	375	**2,789**	**2,138**
Interlibrary loans of microfilm	63	32	26	15	**89**	**47**
Tours/presentations (# of participants)	152	152	65	76	**217**	**228**
TOTALS visits/contacts	**7,379**	**5,537**	**2,710**	**2,183**	**10,089**	**7,720**
Documents retrieved for research (number of containers/items)	49,614	24,912	8,936	9,317	**58,550**	**34,229**
Items reproduced for research	50,668	39,365	32,937	18,721	**83,605**	**58,086**

The Saskatchewan Archives Website (www.saskarchives.com)

Time Period	Total Hits		Pages Viewed		Total Visits	
	2005/06	2006/07	2005/06	2006/07	2005/06	2006/07
April-June	1,426,889	1,281,853	88,842	108,297	21,740	23,370
July-September	1,277,044	1,196,247	81,607	104,122	20,359	22,904
Oct.-December	2,050,595	1,207,979	119,645	104,942	28,352	27,941
January-March	1,657,416	1,232,044	105,186	116,316	26,721	28,404
TOTALS	**6,411,944**	**4,918,123**	**395,280**	**433,677**	**97,172**	**102,619**

[1] General public, 68%; University, 28%; Saskatchewan Government, 4%; Saskatchewan residents, 87%; non-Saskatchewan residents, 13%.

The Saskatchewan Archives website's most visited page continues to be the Home page; however, the Family History Research pages are heavily viewed. A relatively new document on the site which was heavily visited was the *Saskatchewan History* downloadable pdf. file containing the fall 2006 issue of the magazine.

The most common countries of origin for visitors to the site were Canada (average of 45% of visitors) and the United States (average of 24% of visitors). Within North America, most visits to the site were from Saskatchewan, but there were also significant numbers of visitors from Manitoba, Alberta, Ontario, and British Columbia.

A continuing interest in genealogy is reflected in the websites which referred visitors to the Saskatchewan Archives website, including: the Saskatchewan Genealogical Society, GlobalGenealogy.com, Genealogy.com, CanadaRoots.com, Rootweb.com, Collections Canada (Library and Archives Canada), and from Saskatchewan Archives' own sister website, the Saskatchewan Homestead Index.

Overall, these statistics demonstrate that the website has continued to grow as a tool for promoting the institution and its holdings to a wide researcher public.

Community Outreach

Journées du patrimoine/Heritage Days, Société historique de la Saskatchewan

A bilingual display was set up and staff were in attendance at the Sukanen Heritage Village near Moose Jaw, for the 2006 Journées du patrimoine/Heritage Days sponsored by the Société historique de la Saskatchewan, September 29-30, 2006. The first day included visits from over 800 elementary school children, and the second day was geared toward the general public.

The Saskatchewan Settlement Experience Website (www.sasksettlement.com)

An extension of the Saskatchewan Homestead Index Project, this interpretive website complements the Saskatchewan Homestead Index database to provide a better understanding of how the province was settled. With funding from the Canadian Memory Fund (CMF), the Saskatchewan Archives, the Saskatchewan Hotels Association, and surplus funds from the Saskatchewan Homestead Index Project, the project was administered by a steering committee from the Saskatchewan Genealogical Society and the Archives. The website was developed by OH! Media of Regina, with hundreds of hours of support work contributed by Archives staff including Chris Gebhard, Catherine Holmes, Tim Novak, Paula Rein, Bill Wagner, Mark Wojcik, and Nadine Charabin. The site provides free access to factual and interpretive information and to teacher resources, and includes over 3,000 digitized photographs and documents to facilitate research by young students and lifelong learners.

Although it is a stand-alone website, it is linked from the websites of the working partners in the project: Saskatchewan Archives Board, Saskatchewan Genealogical Society, Saskatchewan Department of Learning, Library and Archives Canada and the Saskatchewan Council for Archives and Archivists. The website went live on June 27, 2006, and an official launch of the site was held on September 14, 2006. A brochure promoting the website was printed and distributed to all Saskatchewan schools, and was available in the Archives reading rooms.

Chris Gebhard speaking at the launch of the Saskatchewan Settlement Experience website

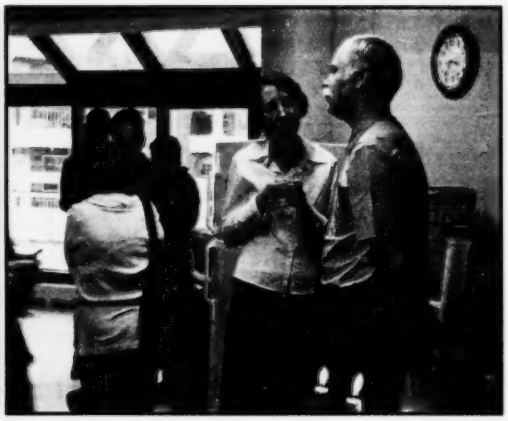
Archives Week, Saskatchewan, February 5-11, 2007

Saskatchewan Archives staff participated in the province's second designated Archives Week in February 2007. Once again, the start of Archives Week coincided with the Saskatoon Heritage Festival at the Western Development Museum in Saskatoon on February 4, 2007. The Saskatoon staff created a new exhibit celebrating the centennial of the University of Saskatchewan, and staff manning the exhibit invited visitors to complete a quiz based on the university's history. A commemorative calendar featuring students in the 1950s doing the eventually-banned "snake dance" was printed and given to visitors at the Heritage Festival and at the Archives during Archives Week. Demand for these calendars outstripped supply and were sold out by the end of February.

Displays and Exhibits

Saskatchewan Archives staff set up exhibits for the following groups and events: the Family History Centre at the Church of Jesus Christ of Latter Day Saints (Regina); the Regina Exhibition; the Saskatchewan Genealogical Society annual conference; and the Saskatoon Heritage Fair. In Regina, an exhibit based on the Settlement Experience website was on display for a large portion of the year. In Saskatoon, an exhibit honouring the centennial of the University of Saskatchewan was mounted in February 2007, and will be on display until the end of the year.

Archives Week Tea



Saskatchewan History

Led by a dedicated Advisory Board and Editor, this well-respected journal continued to generate a careful blend of original scholarly and popular articles, heritage news, book reviews and audio-visual productions relating to the history of the province.

Some of the more notable articles published during the past year included:

- "A Discourse on Race: Jack Johnson in Saskatchewan's Newspapers," by Ken Leyton-Brown (Spring 2005).
- "Henry Black, the Conservative Party and the Politics of Relief," by Gregory P. Marchildon and Don Black (Spring 2006).
- "Frank Eliason: A Forgotten Founder of the CCF," by George Hoffman (Spring 2006).
- "Why Are All Those Names on the Walls? The University of Saskatchewan and World War I," by Michael Hayden (Fall 2006).
- "Called to Duty: Medical and Nursing Care in Saskatoon and Moose Jaw During the North-West Rebellion," by Elizabeth Domm (Fall 2006).
- Reluctant Homesteader: A French Settler's Story (Part One: A Parting of the Ways; Part Two: Rookie Fur Trader)," by Jocelyne Scott (Fall 2006).

Saskatchewan History Advisory Board

To produce a quality publication requires considerable dedication and effort. The following members of the Saskatchewan History Advisory Board oversee the journal's direction and operation:

- George Hoffman, Sessional Lecturer, Department of History, University of Regina (Chair);
- Prof. William Brennan, Department of History, University of Regina;
- Prof. Keith Carlson, Department of History, University of Saskatchewan;
- Prof. Brenda Macdougall, Department of Native Studies, University of Saskatchewan;
- Carl Krause, representing the Saskatchewan History and Folklore Society;
- Ray Robertson, Regina;
- Jason Zorbas, Editor;
- Don Herperger, General Manager;
- Nadine Charabin, Administrative Officer.

It is very interesting to note that a very popular page visited on the Saskatchewan Archives Board / *Saskatchewan History* website was the *Saskatchewan History* pdf. download of the Fall 2006 issue of the magazine. (There were 20,404 page views of the fall 2006 pdf version of the issue between October 2006 and March 2007.) This internet activity suggests that there is keen public interest in an electronic version of the magazine, a suggestion currently being considered by the Advisory Board.

***Saskatchewan History* Sales and Circulation**

	As of March 2006	**As of March 2007**
Paid subscriptions:		
• General	269	247
• Libraries	146	141
• Schools	21	19
• Gifts	26	25
TOTAL PAID	**462**	**432**
Exchange and complimentary	107	109
Distributed to staff, authors, reviewers, the editor, and (on consignment) to bookstores	114	49
TOTAL CIRCULATION	**683**	**590**

SASKATCHEWAN ARCHIVES BOARD

FINANCIAL STATEMENTS

For the Year Ended March 31, 2007

Provincial Auditor Saskatchewan

1500 Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V2

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SASKATCHEWAN

AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Saskatchewan Archives Board as at March 31, 2007 and the statements of operations, change in net financial assets, and cash flow for the year then ended. The Board's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2007 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
August 15, 2007

Fred Wendel, CMA, CA
Provincial Auditor

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF FINANCIAL POSITION
As at March 31

	2007	2006
Financial assets:		
Due from University of Saskatchewan (note 3)	$ 403,702	$ 281,498
Due from General Revenue Fund (note 4)	216,831	245,075
Investments (note 2 and 5)	79,391	74,288
Grant receivable - General Revenue Fund	200,000	---
Accounts receivable	960	1,984
	900,884	602,845
Liabilities:		
Accounts payable and accrued liabilities	143,629	88,589
Accrued vacation pay	56,750	44,574
Accrued salaries and benefits	145,925	162,084
Deferred revenue (note 6)	50,000	---
	396,304	295,247
Net financial assets (Statement 3)	504,580	307,598
Non-financial assets		
Tangible capital assets (note 7)	284,217	228,314
Prepaid expenses	14,906	10,306
	299,123	238,620
Accumulated Surplus (Statement 2)	$ 803,703	$ 546,218

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF OPERATIONS
For the Year Ended March 31

	Budget 2007 (Note 11)	Actual 2007	Actual 2006
Revenue:			
Grants - General Revenue Fund	$ 3,372,000	$ 3,572,000	$ 3,372,000
Other	-	6,407	38,574
	3,372,000	3,578,407	3,410,574
Photocopy sales	50,000	59,356	69,409
Magazine sales	9,000	7,664	13,341
Investment income	3,000	8,535	6,360
Miscellaneous	1,300	524	20,789
	3,435,300	3,654,486	3,520,473
Expenses:			
Salaries and benefits	2,487,796	2,321,651	2,409,301
Administrative services	964,466	887,618	910,371
Printing and postage	34,100	39,230	46,272
Amortization of tangible capital assets	-	81,327	84,359
Materials and supplies	26,600	67,175	43,810
	3,512,962	3,397,001	3,494,113
Surplus(Deficit) for the year	(77,662)	257,485	26,360
Accumulated surplus - beginning of year		546,218	519,858
Accumulated surplus, end of year - to Statement 1		$ 803,703	$ 546,218

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended March 31

	2007	2006
Surplus for the year	$ 257,485	$ 26,360
Acquisition of tangible capital assets	(137,230)	(71,611)
Amortization of tangible capital assets	81,327	84,359
	(55,903)	12,748
Changes in prepaid expense	(4,600)	(2,433)
Increase in net financial assets	196,982	36,675
Net financial assets, beginning of year	307,598	270,923
Net financial assets, end of year	$ 504,580	$ 307,598

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CASH FLOW
For the Year Ended March 31

	2007	2006
Operating transactions		
Surplus for the year	$ 257,485	$ 26,360
Items not affecting cash:		
Amortization of tangible capital assets	81,327	84,359
Change in non-cash balances relating to operations:		
Accounts receivable	1,024	127
Grant receivable - General Revenue Fund	(200,000)	---
Prepaid expenses	(4,600)	(2,433)
Accounts payable and accrued liabilities	55,040	45,608
Accrued vacation pay	12,176	(8,718)
Accrued salary and benefits	(16,159)	29,364
Deferred revenue	50,000	---
Cash provided by operating transactions	236,293	174,667
Investing Transactions		
Purchase of investments (net)	(5,103)	(3,273)
Acquisition of tangible capital assets	(137,230)	(71,611)
Cash used in investing transactions	(142,333)	(74,884)
Net increase in cash	93,960	99,783
Cash, beginning of year	526,573	426,790
Cash, end of year	$ 620,533	$ 526,573
Cash includes the following:		
Due from the University of Saskatchewan	$ 403,702	$ 281,498
Due from General Revenue Fund	216,831	245,075
	$ 620,533	$ 526,573

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2007

1. Authority

The Saskatchewan Archives Board was established under the authority of *The Archives Act, 2004* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The following accounting policies are significant.

a) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of operations and accumulated surplus as investment income.

c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. Due from University of Saskatchewan

The University administers cash on behalf of the Board. The Saskatchewan Archives Board does not receive interest on its cash on deposit with the University and it is not charged for interest on an overdraft.

4. Due from General Revenue Fund

The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund did not pay interest on the Board's bank account.

5. Evelyn Eager Estate

In July 1992, the Saskatchewan Archives Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The Board has restricted $47,371 indefinitely with the income earned on the related investment applied to the costs of publishing the Saskatchewan History magazine.

6. Deferred Revenue

In November 2006, the Saskatchewan Archives Board received a donation of $50,000 for the development of an automated archive database. The donation has been deferred on the statement of financial position and will be recognized as revenue when the archive database equipment is acquired.

7. Tangible Capital Assets

	2007			2006
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Office Furniture and Equipment	$616,174	$450,567	$165,607	$158,632
Computer Hardware and Software	580,936	462,326	118,610	69,682
	$1,197,110	$912,893	$284,217	$228,314

8. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as departments, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Certain administrative services are provided at no charge to the Board by the University of Regina. The Saskatchewan Archives Board is charged a fee for administrative services by the University of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in expenses is related party transactions of $1,001,916 (2006 - $746,302) of which $111,584 (2006 - $46,895) was payable at March 31, 2007.

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

9. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $119,624 (2006 - $129,774).

10. Financial Instruments

The Board's financial instruments include due from University of Saskatchewan, due from General Revenue Fund, investments, receivables, accounts payable, accrued vacation pay and accrued salaries and benefits. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest rate or credit risk.

11. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

12. Commitments

In January 2007, the Saskatchewan Archives Board signed a contract with MINISIS Inc. to purchase archive database equipment for $100,835. The purchase is expected to be completed in the 2007-08 fiscal year.

ADDITIONAL SUPPLEMENTARY INFORMATION

2006/2007 SUPPLIER PAYMENTS

Listed are payees who received $20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, and equipment.

Saskatchewan Finance*	$	247,525
Saskatchewan Property Management	$	81,217
Saskatchewan Telecommunications	$	73,174
Koenig and Associates	$	40,989
Carr McLean	$	23,453
Lexcom Systems Group Inc	$	39,621
MicroAge	$	72,408
Morning Star Technologies Inc	$	24,486
Payees under $20,000	$	269,168

* For Staff Benefits paid to employees

2006/2007 PERSONAL SERVICES

Listed are individuals (excluding unionized employees) who received payments for salaries, wages and honorariums, etc. which total $2,500 or more.

Charabin, Nadine	$	20,640
Davidson, Ann	$	4,817
Herperger, Don	$	112,021
Selzer, Karri	$	25,355
Toth, Lenora	$	71,439
Zorbas, Jason	$	6,000
Unionized employees	$	1,734,111